

Searching for and Viewing a Ready Pay Invoice

To search for and view a Ready Pay Invoice:

Virtual Gateway

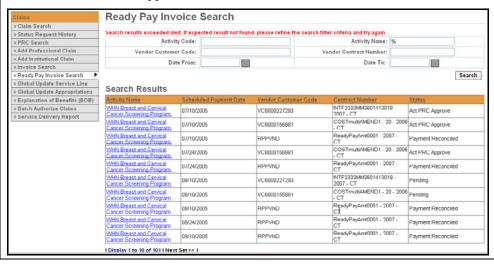
- 1. Select the **Billing** module.
- 2. Click **Ready Pay Invoice Search** from the navigation bar.

The **Ready Pay Search** page appears.

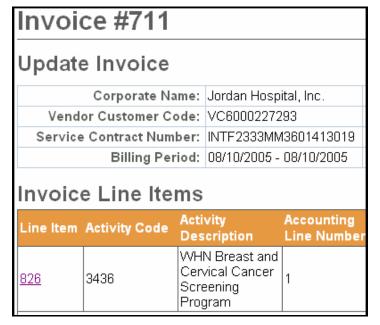


- Enter criteria.
- 4. Click

The search results appear below.

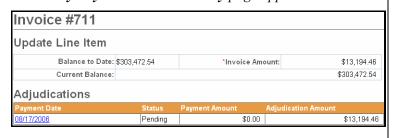


5. Click the Activity Name link. *The Ready Pay Invoice Summary page appears.*



6. Click the Line Item link.

The Ready Pay Line Item Summary page appears.





Virtual Gateway

Viewing a Ready Pay Invoice Adjustment

To view a Ready Pay Invoice Adjustment:

1. Access the **Ready Pay Line Item Summary** Page.

Invoice #711			
Update Line Item			
Balance to Date:	\$303,472.54	*Invoice Amo	ount: \$13,194.46
Current Balance:			\$303,472.54
Adjudications			
Payment Date	Status	Payment Amount	Adjudication Amount
08/17/2006	Pending	\$0.00	\$13,194.46

2. Click the Payment Date link.

The Ready Pay Adjudication Summary page appears.

Invoice 711				
Line Item: 826				
Update Adjudication	on			
Claimed Amount:		Payment Date:	08/17/2006	
Total Past Adjudication Amount:	0.0	Line Item ID:	826	
Total Current Adjustments:				
Adjudication Payment Amount:	0.0			
Adjustments				
Group Code Amount				
<u>co</u>		13194.46		

3. Click the Group Code link.

The Ready Pay Update Adjustment Summary page appears.

Invoice #711		
Line Item	ID: 826	
Update Adjustme	ent	
	CO-Contractual Obligations	Adjustment Amount: 13194.46
Adjustment Group Code:		,
Adjustment Group Code:	CO-Contractual Obligations 119-Benefit maximum for this time period o	,

Virtual Gateway Help Desk 1-800-421-0938